Student Fee Request Web Application Instructions

All student fee requests, for both new requests and/or updates to existing student fees, for the upcoming year must be submitted via the Student Fee Request Web Application. This document provides high-level instructions for using the Student Fee Request Web Application. If you need assistance or have any questions, feel free to contact your Budget Office liaison or send an email to budgets@clemson.edu.

Table of Contents

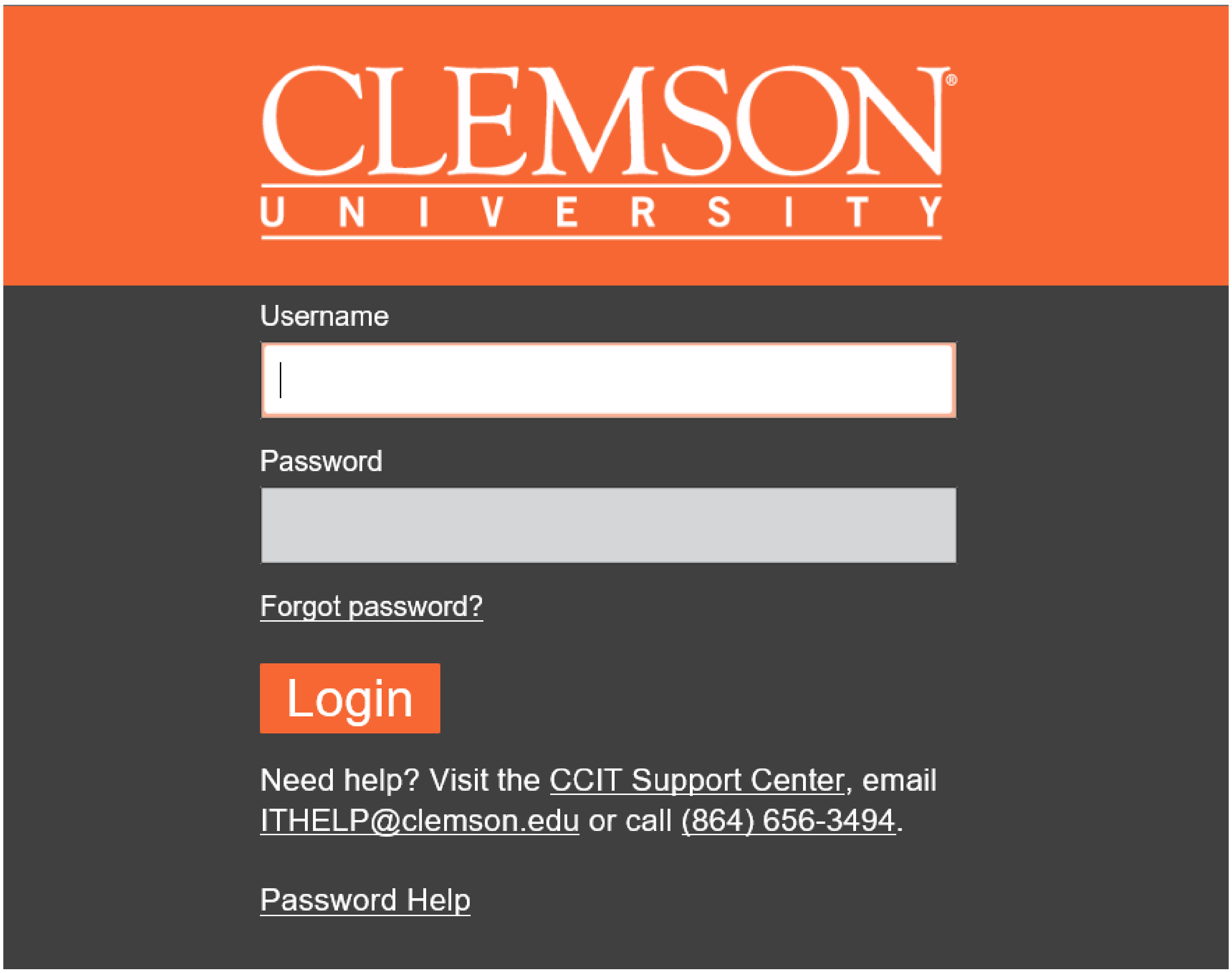
Access

Website

Users will need to contact the Budget Office to request access to the Student Fee Request Web Application. Please contact Greg Ball (gball@clemson.edu or 864-656-9916). In order to access the Student Fee Request Web Application using a web browser, navigate to the Budget Office website located at http://www.clemson.edu/finance/budgets/, and select "Student Fee Request Web Application".

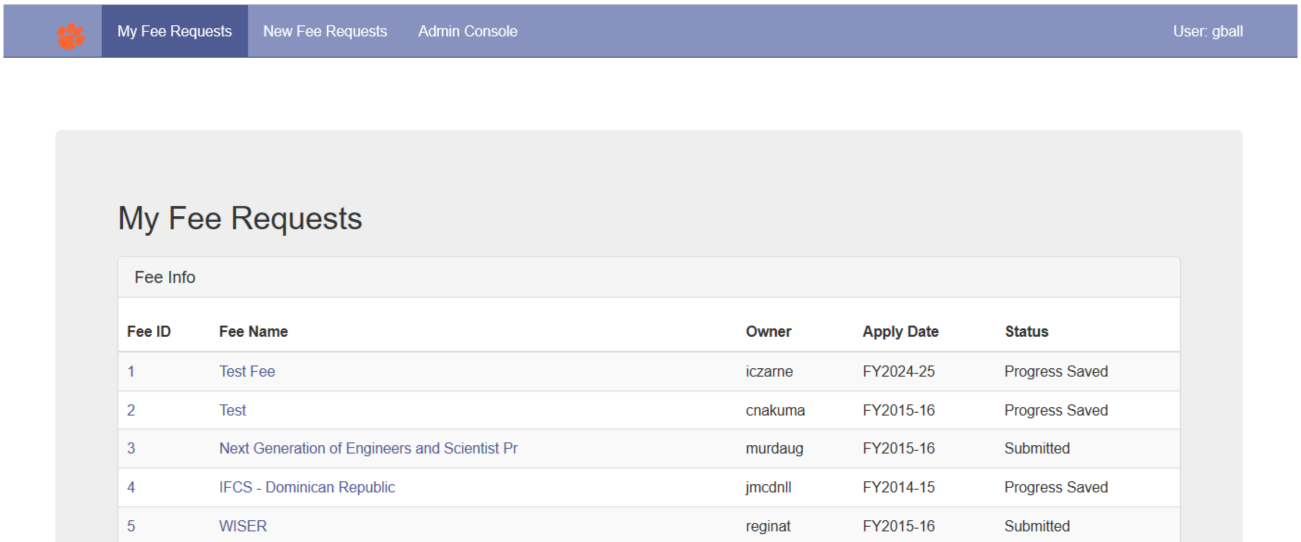
Login

Enter your Clemson username, password and select "Login"



My Fee Requests

Once you have logged onto the Student Fee Request Web Application you will see all active requests you have submitted.

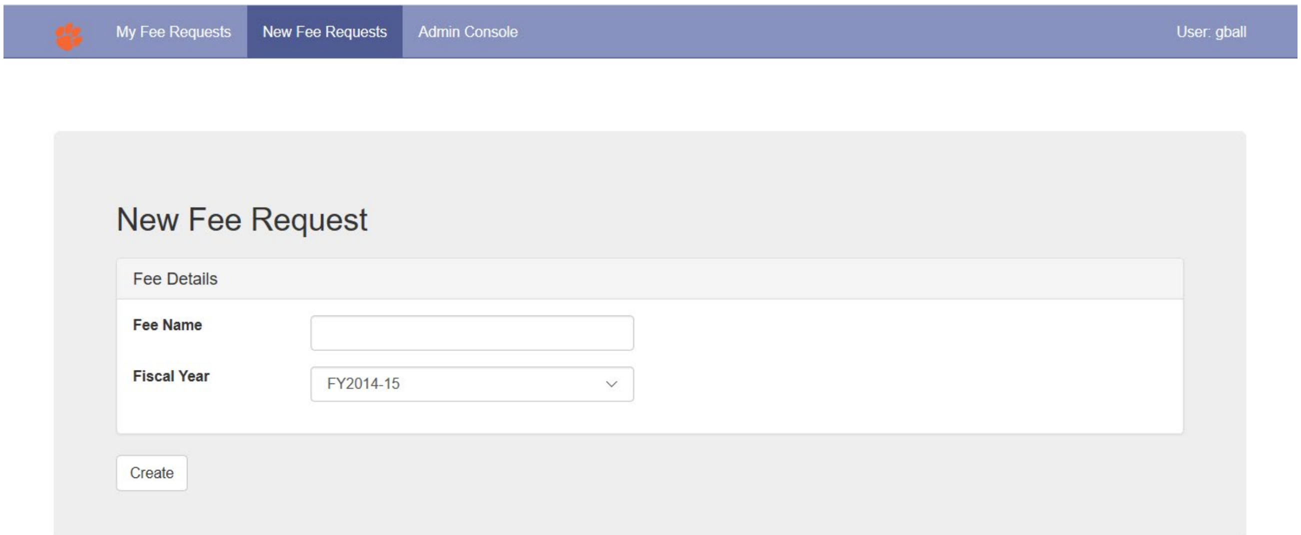


Fee ID	Fee Name	Owner	Apply Date	Status
1	Test Fee	iczarne	FY2024-25	Progress Saved
2	Test	cnakuma	FY2015-16	Progress Saved
3	Next Generation of Engineers and Scientist Pr	murdaug	FY2015-16	Submitted
4	IFCS - Dominican Republic	jmcdnll	FY2014-15	Progress Saved
5	WISER	reginat	FY2015-16	Submitted

New Fee Request

Create

In order to create a new fee request, select the "New Fee Requests" across the purple header and enter the "Fee Name", "Fiscal Year" which the request would be effective and then select "Create".

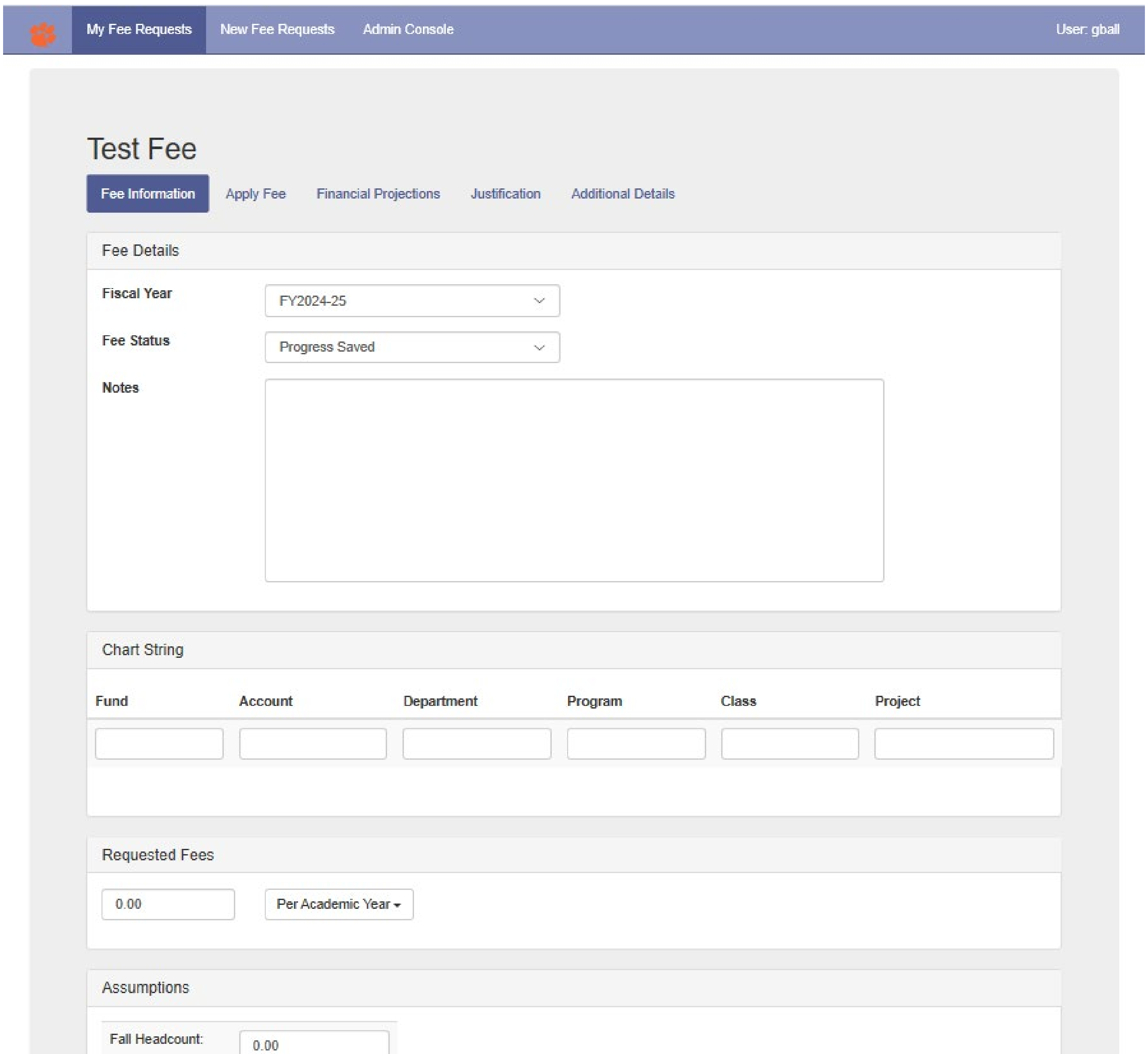


Data Entry

Once the new fee request has been created, you can complete the data entry. Note that you can make changes and select the "Save Progress" at the bottom of each tab. Once you have completed data entry you can select the "Submit for Review" at the bottom of the "Additional Details" tab to submit the request for review and approval.

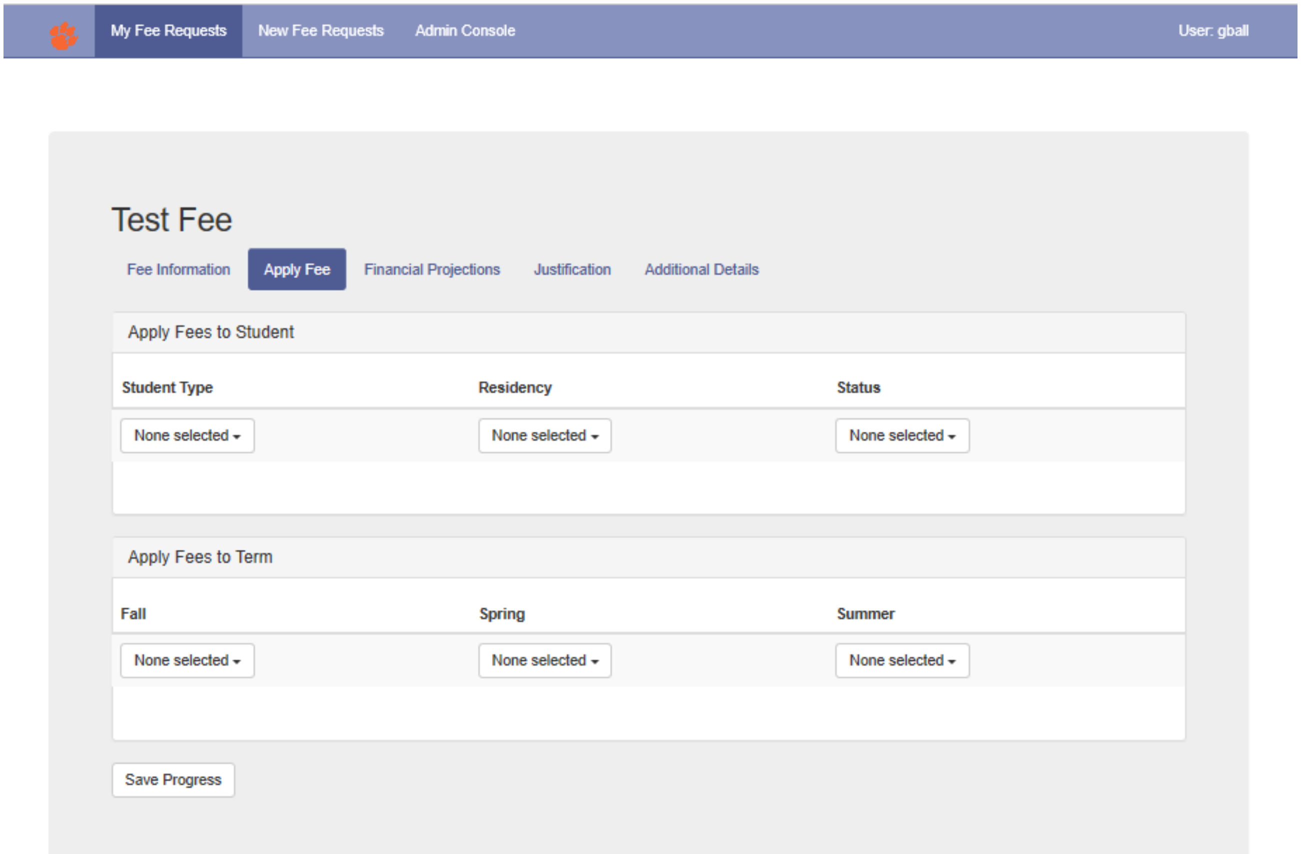
Fee Information

For the Fee Information tab, you will need the chart string details (account, fund, etc.), the fee amount / frequency (per year, per term, etc.) and estimated headcount information.



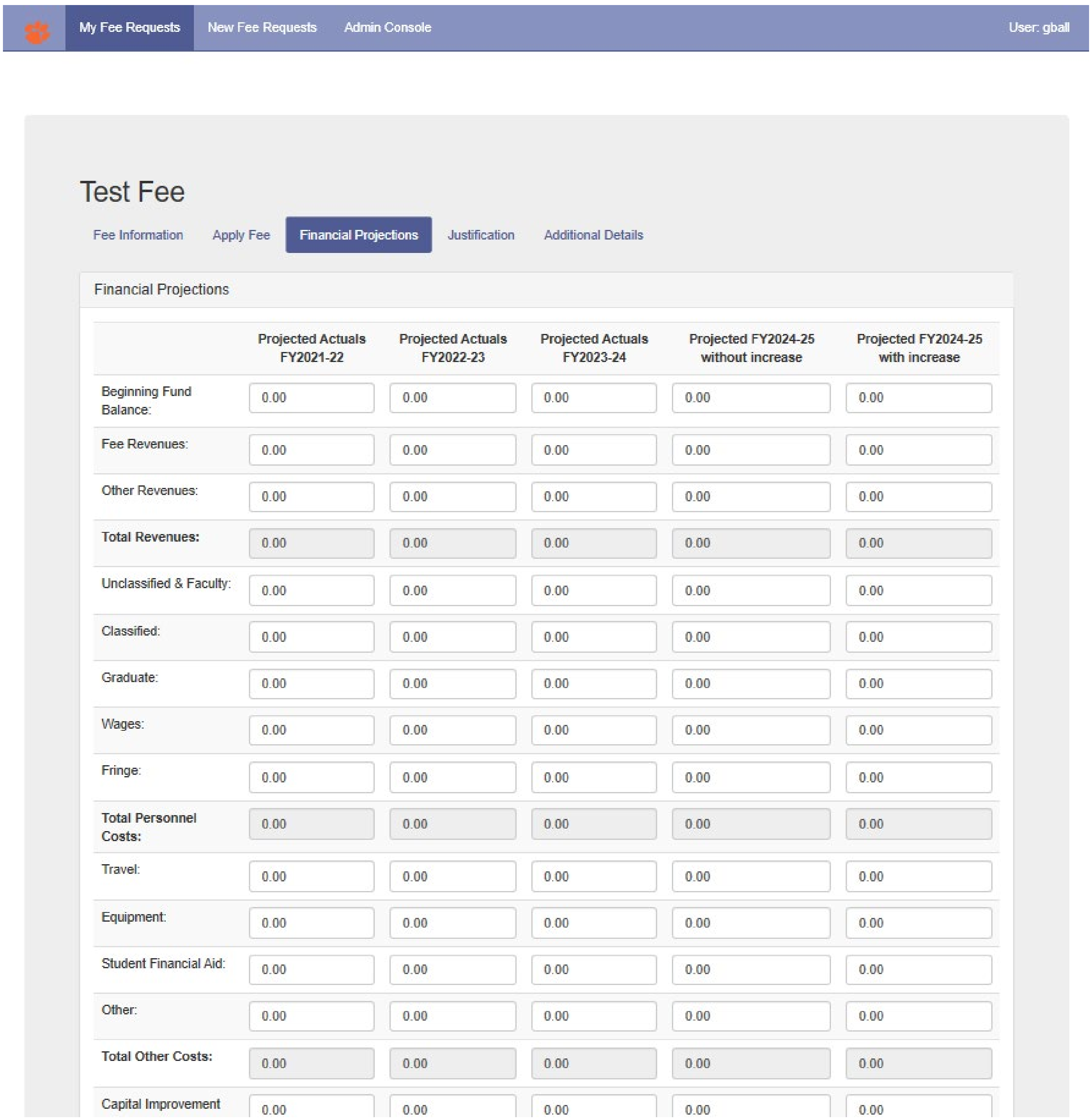
Apply Fee

For the Apply Fee tab, you will need details regarding which students would pay the fee (undergraduate, in-state/out-of-state, full-time/part-time, etc.) and which term / part of term (fall, summer I, etc.) the fee would be assessed.



Financial Projection

For the Financial Projections tab, you will need to provide historical details regarding revenue and expenditures in addition to projections for the future fiscal year for both if the fee is approved and if the fee is not approved. Note that if the fee request is for a new fee, simply enter the last column with the financial projections if the fee is approved.


My Fee Requests New Fee Requests Admin Console User: gball

Test Fee

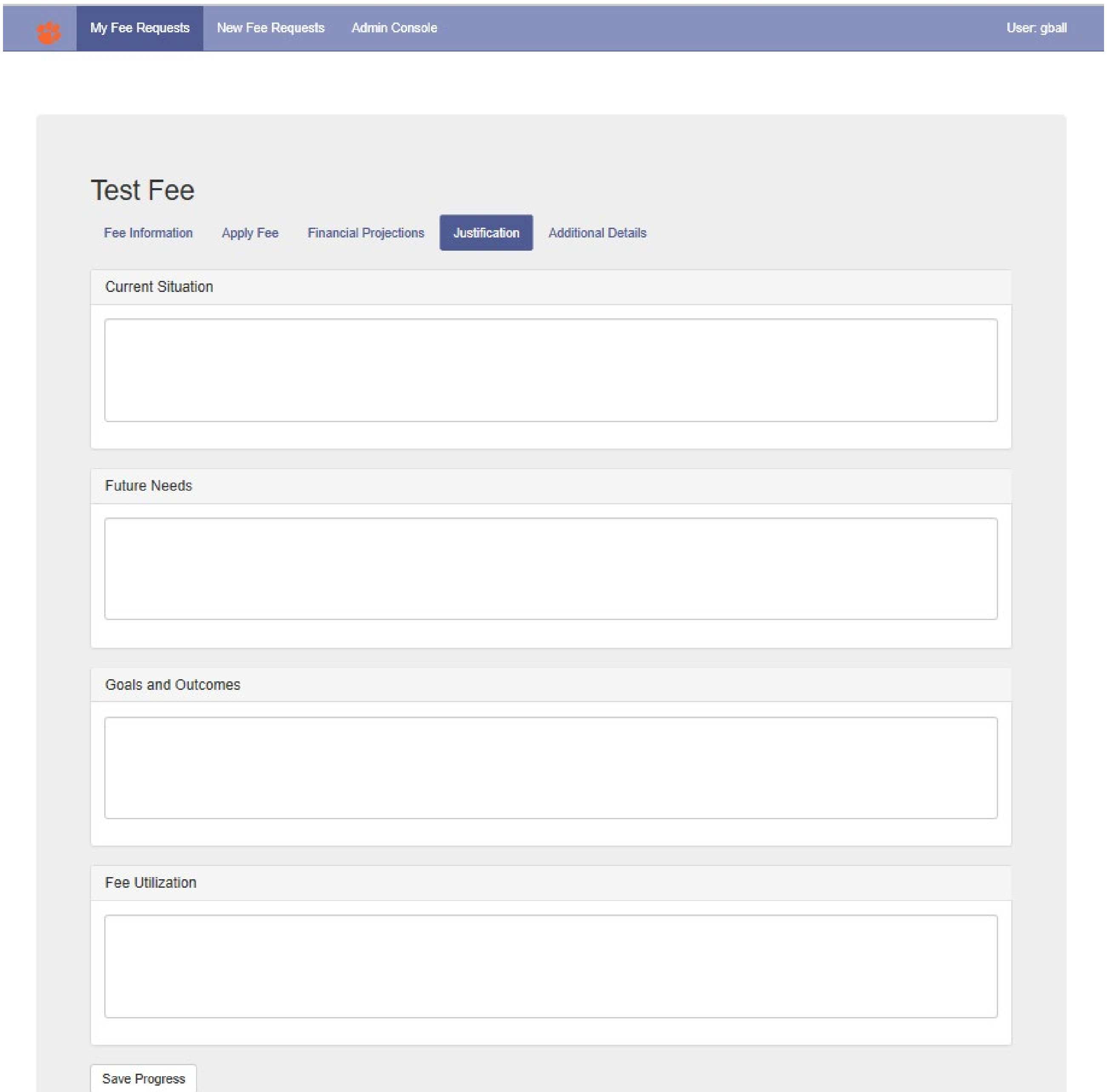
Fee Information | Apply Fee | Financial Projections | Justification | Additional Details

Financial Projections

	Projected Actuals FY2021-22	Projected Actuals FY2022-23	Projected Actuals FY2023-24	Projected FY2024-25 without increase	Projected FY2024-25 with increase
Beginning Fund Balance:	0.00	0.00	0.00	0.00	0.00
Fee Revenues:	0.00	0.00	0.00	0.00	0.00
Other Revenues:	0.00	0.00	0.00	0.00	0.00
Total Revenues:	0.00	0.00	0.00	0.00	0.00
Unclassified & Faculty:	0.00	0.00	0.00	0.00	0.00
Classified:	0.00	0.00	0.00	0.00	0.00
Graduate:	0.00	0.00	0.00	0.00	0.00
Wages:	0.00	0.00	0.00	0.00	0.00
Fringe:	0.00	0.00	0.00	0.00	0.00
Total Personnel Costs:	0.00	0.00	0.00	0.00	0.00
Travel:	0.00	0.00	0.00	0.00	0.00
Equipment:	0.00	0.00	0.00	0.00	0.00
Student Financial Aid:	0.00	0.00	0.00	0.00	0.00
Other:	0.00	0.00	0.00	0.00	0.00
Total Other Costs:	0.00	0.00	0.00	0.00	0.00
Capital Improvement	0.00	0.00	0.00	0.00	0.00

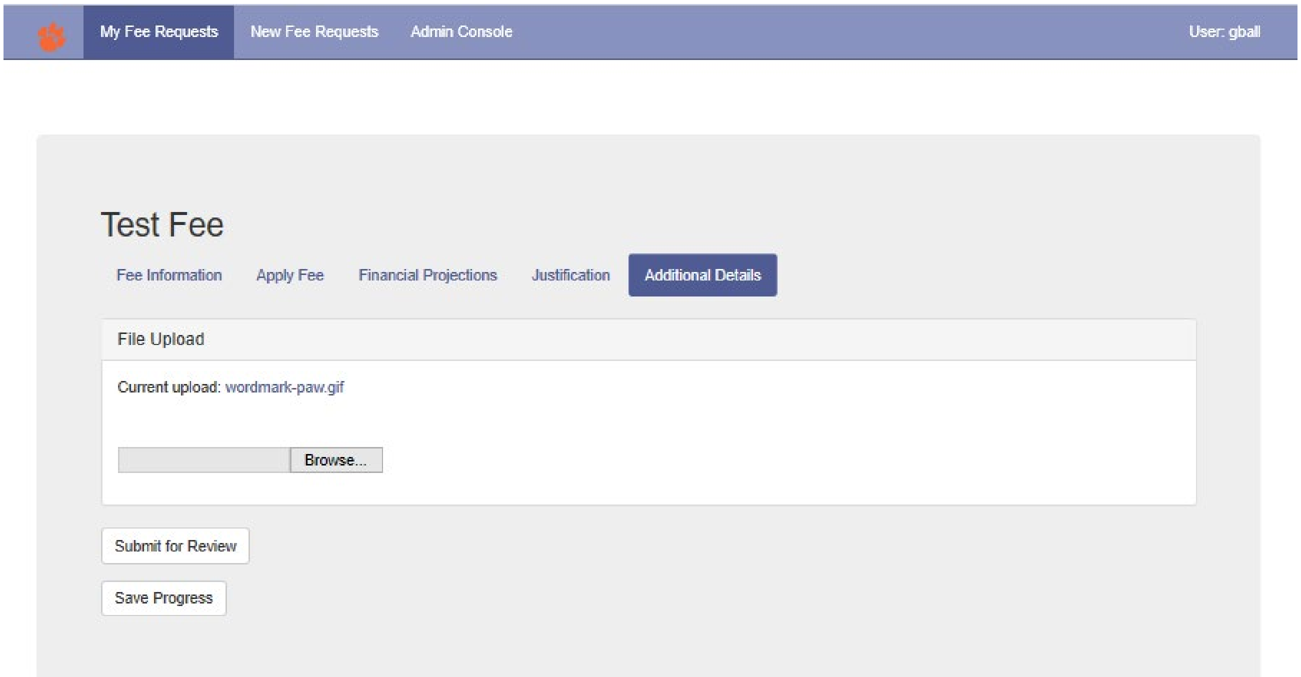
Justification

For the Justification tab, you will need to provide explanations for the "Current Situation", "Future Needs", "Goals and Outcomes" and "Fee Utilization" in the corresponding text boxes.



Additional Details

For the Additional Details tab, you can upload a single attachment file to provide additional details regarding the fee request. In addition you can select the "Submit for Review" to submit the fee request.



Managing Fee Requests

You can review and access any active fee request by selecting “My Fee Requests” in the purple header.

My Fee Requests

In order to access an active fee request, select “My Fee Requests” in the purple header and then select either the “Fee ID” or the “Fee Name” for the fee request in question.